

## CLERK-TYPIST

**Position Title:** Clerk-Typist

**Department:** Fire

**Department Head:** Fire Chief/Marshal

**Immediate Supervisor:** Fire Chief/Marshal

**Pay Range: 4 FLSA Status:** Non-exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>December 20, 2004</u>
REVISED:	<u>August, 2007</u>
REVISED:	<u>January, 2014</u>

### Purpose

To provide clerical and administrative support for Fire Chief/Marshal and other department personnel including the Building and Equipment Maintenance Worker. This position is responsible for accurate information through personal communications and working with reports and records.

### Organizational Relationships

Reports to: Fire Chief/Marshal

Communicates with: Internally - Building and Equipment Maintenance Worker, Clerk-Treasurer, City Administrator's Administrative Assistant, Police Department personnel, and Fire Department personnel; *Externally* - Vendors, physicians and other medical staff, other fire departments, State Fire Marshal's office, Emergency Management staff, media, training schools and the general public.

Supervises: None

### ESSENTIAL FUNCTIONS

Answer multi-line phone system, take messages and screen calls, welcome visitors, distribute pamphlets and give mini-tours; schedule meeting room activities with other City departments; and record and submit all fire calls to the State.

Type correspondence, take minutes and transcribes; perform related filing; and order and maintain office supplies.

Send out correspondence for quotes; meet with facility and staff; set up appointments for firefighter annual physicals and send out instruction and appointment time; and receive job suitability forms from physicians.

Place ad in newspaper for new hires, collect applications, notify applicants of interview process; submit recommendation of applicant to Fire Chief; and set up orientation for new applicants and assembles packet and necessary paper work.

Provide support for departmental training.

Receive and code all invoices, review line items on budget and process all department billings; and handle personnel expense sheets, assist with preparation of yearly budget and type/submit to Fire Chief.

Calculate all department payroll for firefighters; prepare all time sheets for payroll; and submit completed payroll along with spreadsheets and summaries.

Gather departmental statistics and compiles into annual report.

Maintains City-wide records of federally-mandated National Incident Management Systems (NIMS) training.

Works with Emergency Management in compiling NIMS records and the organization and

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scheduling of NIMS training.

Serves as support staff and secondary contact for City of Willmar Emergency Management in the event of an influenza pandemic event, or a man-made or natural disaster.

Coordinates with community officials and with the Kandiyohi Department of Emergency Management as necessary to ensure the effective administration of the emergency management program.

Responsible for creating, maintaining and updating department website.

Prepares monthly Pre-Plans and works with Fire Officers on their presentations of new and existing businesses to firefighters.

Prepares and manages fire grants at direction of Fire Chief and City Council.

## **Other Duties and Responsibilities**

Performs other related duties as assigned by supervisor or as apparent.

Type up monthly and year-end financial report; send out quarterly notices for meetings of former firefighters.

## **Required Knowledge, Skills, and Abilities**

Knowledge of clerical work, math calculations and basic accounting.

Knowledge of NFPA-training, physicals, job descriptions and required operations.

Knowledge of state and federal reporting requirements for fire reports.

Knowledge of departmental SOP.

Knowledge of City policies, ordinances, safety and personnel procedures.

Ability to work independently, organize daily duties, run computer software and communications.

Ability of verbal and written, meet deadlines, map reading and manage an office confidentiality.

Ability to communicate and work with a wide variety of individuals and groups.

***Machines, tools and equipment used:*** computer, printer, multi-line phone system, copier, fax, ten-key calculator, paging system-radio, operate pick-up truck and transcribing/dictaphone equipment.

## **Preferred Knowledge, Skills, and Abilities**

Certified Emergency Manager

Knowledge of the National Incident Management System (NIMS)

## **MINIMUM QUALIFICATIONS**

A combination of education and experience equivalent to an associate's degree and three years of progressively responsible general administrative and clerical experience. Good customer service and general skills.

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### **Working Conditions**

Work is performed in typical office environment. Performs a variety of physical and repetitive movements to carry out office tasks, keyboarding/typing and handle departmental files and records. Sits for extended periods of time. Uses near vision, hearing, and sense of touch. May use a vehicle for business errands.